

1895

DIRECTIONS FOR SECURING COPYRIGHTS

Under the Revised Acts of Congress, including the Provisions for
Foreign Copyright, by Act of March 3, 1901.

1. A *printed* copy of the title of the book, map, chart, dramatic or musical composition, engraving, cut, print, photograph, or chromo, or a *description* of the painting, drawing, statue, statuary, or model or design for a work of the fine arts, for which copyright is desired, must be delivered to the Librarian of Congress or deposited in the mail, within the United States, *prepaid*, addressed Printed title required.

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WASHINGTON, D. C.

This may be done on or before day of publication in this or any foreign country.

The *printed title* required may be a copy of the title page of such publications as have title pages. *In other cases the title must be printed expressly for copyright entry*, with name of claimant of copyright. The style of type is immaterial, and the print of a typewriter will be accepted. But a separate title is required for each entry, and *each* title must be printed on paper as large as commercial note. The title of a *periodical* must include the date and number; and each number of the periodical requires a separate entry of copyright. What style of print.

Blank forms of application furnished to applicants. Applications.

2. The legal fee for *recording* each copyright claim is 50 cents, and for a *copy* of this record (or certificate of copyright under seal of the office) an additional fee of 50 cents is required, making \$1, if certificate is wanted, which will be mailed as soon as reached in the records. Copyright fee.

No money is to be placed in any package of books, music, or other publications. A bank check, to order, avoids all risk.

For publications which are the production of persons not citizens or residents of the United States, the fee for recording title is \$1, and 50 cents additional for a copy of the record. Certificates covering more than one entry in one certificate are not issued.

Bank checks, money orders, and currency only taken for fees. No postage stamps received.

Two copies re-
quired.

3. Not later than the day of publication in this country or abroad, two complete copies of the best edition of each book or other article must be delivered, or deposited in the mail within the United States, addressed

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Free by mail.

To be of Amer-
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ture.

The freight or postage must be prepaid, or the publications inclosed in parcels covered by printed Penalty Labels, furnished by the Librarian, in which case they will come FREE by mail (*not express*), without limit of weight, according to rulings of the Post-Office Department. Books must be printed from type set in the United States, or from plates made therefrom; photographs from negatives made in the United States; chromos and lithographs from drawings on stone or transfers therefrom made in the United States.

Penalty.

Without the deposit of copies above required the copyright is void, and a penalty of \$25 is incurred. No copy is required to be deposited elsewhere.

New editions.

The law requires one copy of each new edition, wherein any substantial changes are made, to be deposited with the Librarian of Congress.

Notice of copy-
right to be given
by imprint.

4. No copyright is valid unless notice is given by inserting in every copy published, on the title page or the page following, if it be a book; or if a map, chart, musical composition, print, cut, engraving, photograph, painting, drawing, chromo, statue, statuary, or model or design intended to be perfected as a work of the fine arts, by inscribing upon some portion thereof, or on the substance on which the same is mounted, the following words, viz: "*Entered according to act of Congress, in the year —, by —, in the office of the Librarian of Congress, at Washington,*" or at the option of the person entering the copyright, the words: "*Copyright, 18—, by —.*"

Claimant's
name to be printed.

Penalty for
false claim.

The law imposes a penalty of \$100 upon any person who has not obtained copyright who shall insert the notice, "*Entered according to act of Congress,*" or "*Copyright,*" or words of the same import, in or upon any book or other article.

5. The copyright law secures to authors and their assigns the exclusive right to translate or to dramatize any of their works; no notice or record is required to enforce this right.

Translation
and dramas.

6. The original term of a copyright runs for twenty-eight years. *Within six months before* the end of that time, the author or designer, or his widow or children, may secure a renewal for the further term of fourteen years, making forty-two years in all. Applications for renewal must be accompanied by a printed title and fee; and by explicit statement of ownership, in the case of the author or of relationship, in the case of his heirs, and must state definitely the date and place of entry of the original copyright. Within two months from date of renewal the record thereof must be advertised in an American newspaper for four weeks.

Duration of
copyright.

Renewals.

7. The time of publication is not limited by any law or regulation, but the courts have held that it should take place "within a reasonable time." A copyright may be secured for a projected as well as for a completed work. But the law provides for no *caveat*, or notice of interference—only for actual entry of title.

Time of publi-
cation.

8. Copyrights are assignable by any instrument of writing. Such assignment to be valid, is to be recorded in the office of the Librarian of Congress within sixty days from execution. The fee for this record and certificate is one dollar, and for a certified copy of any record of assignment one dollar.

Assignments.

9. A copy of the record (or duplicate certificate) of any copyright entry will be furnished, under seal of the office, at the rate of fifty cents each.

Copies or du-
plicate certifi-
cates.

10. In the case of books published in more than one volume, or of periodicals published in numbers, or of engravings, photographs, or other articles published with variations, a copyright must be entered for each volume or part of a book, or number of a periodical, or variety, as to style, title, or inscription, of any other article. To *complete* the copyright on a book published serially in a periodical, two copies of each serial part as well as of the complete work (if published separately), should be deposited.

Serials or sep-
arate publica-
tions.

Copyright for
works of art.

11. To secure copyright for a painting, statue, or model or design intended to be perfected as a work of the fine arts, a definite title and description must accompany the application for copyright, and a mounted photograph of the same, as large as "cabinet size," mailed to the Librarian of Congress not later than the day of publication of the work or design.

Fine arts.

The fine arts, for copyright purposes, include only painting and sculpture, and articles of merely ornamental and decorative art should be sent to the Patent Office, as subjects for Design Patents.

No labels or
names copy-
right.

12. Copyrights can not be granted upon Trade-Marks, nor upon names of companies, libraries, or articles, nor upon an idea or device, nor upon prints or Labels intended to be used for any article of manufacture. If protection for such names or labels is desired, application must be made to the Patent Office, where they are registered, if admitted, at a fee of \$6 for labels, and \$25 for trade-marks.

Foreign or In-
ternational copy-
right.

13. The provisions as to copyright entry in the United States by foreign authors, etc., by act of Congress approved March 3, 1891 (which took effect July 1, 1891), are the same as the foregoing, except as to productions of persons not citizens or residents, which must cover return postages, and are \$1 for entry, or \$1.50 for entry and certificate of entry (equivalent to 4s. 5d. or 6s. 7d.). All publications must be delivered to the Librarian at Washington free of charge. The free penalty labels can not be used outside of the United States.

Fees.

The right of citizens or subjects of a foreign nation to copyright in the United States extends by Presidential proclamations to Great Britain, France, Germany, Italy, Spain, Portugal, Belgium, and Switzerland; and Americans can secure copyright in those countries. For this, direct arrangements must be made abroad. The Librarian of Congress can not take charge of any foreign copyright business.

Full name
of proprietor re-
quired.

14. Every applicant for a copyright should state distinctly the full name and residence of the claimant, whether book or other publication, and whether the right is claimed as author, designer, or proprietor. No affidavit or witness to the application is required.

OFFICE OF THE LIBRARIAN OF CONGRESS,
Washington, 1895.